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50.00

Creating Credit Notes

Option 1

- 1. Accounts Sales New Credit Note
- 2. Enter all information relating to the client (ensure the client name is correct)
- 3. Approve the Credit Note
- 4. If there is already an invoice to that customer in the Xero it will prompt you to allocate it then.

	Qty	Unit Price	Account	15% OFT on Income	Region	Amount N2D
	1.00	30.00	200-0402	15 W GD T GIT III. GITIE		50.00
					Subtotal	50
				Inclu	ides GST 15.00%	
					Approve	• Ca
					Approve	• Ca
					Approve	- Ca
					Арргоче	▼ Ca
					Approve	• Ga
Allocate ba	lance on	Credit N	Note CN-0042		Approve	▼ Ca
Allocate ba Invoice	lance on Date	Credit N	lote CN-0042 Invoiced	Amount Due	Арргоче	• Ca
Allocate ba Invoice	lance on Date 22 Aug	Credit N 2018	Note CN-0042 Invoiced 9,200.00	Amount Due 9,200.00	Аррготе	• Ca
Allocate ba Invoice INV-0041 Cash refund	lance on Date 22 Aug	Credit N 2018	Note CN-0042 Invoiced 9,200.00	Amount Due 9,200.00	Арргоче	Amount to C
Allocate ba Invoice INV-0041 Cash refund	lance on Date 22 Aug	Credit N 2018	Note CN-0042 Invoiced 9,200.00	Amount Due 9,200.00 Outstanding	Approve (Amount to C

Remaining Credit

If you want to apply it to another invoice (that has not yet been created) then cancel the allocation and the Credit Note will sit with your other awaiting payment invoices.

Add a new line

INV-0041	QU-0001	Arabica Cafe	22 Aug 2018	11 Sep 2018	٠	0.00	9,200.00
CN-0042	Credit due to returns	Arabica Cafe	22 Aug 2018			0.00	(50.00)

22 Aug 2018
Credit Note #
CN-0042

 When you save the next invoice for that client it will give you the option to use up that credit. You can choose to do this or wait until another invoice.



Option 2

- 1. Open a current invoice.
- 2. Invoice Options Add Credit Note
- 3. A new credit note will be created with all the information from the invoice. You can credit the full amount or only a portion.

To Arabica Cafe	Date 22 Aug 2018 💌	Credit Note # CN-0044	Reference (optional)	Branding Standard	•	٦
NZD New Zealand	i Dollar			Ar	mounts are Tax Ex	clusive 🔻
Item	Description	Qty U	nit Price Account	Tax Rate	Region Ar	nount NZD
	Coffee	1.00	1,000.00 200 - Sales	15% GST on Income		1,000.00 ×
Add a new	line 💌					

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